

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

HONORING CALIFORNIA'S VETERANS



Classification: **ACCOUNTING OFFICER (SPECIALIST)**
(\$3841-\$4670 per month)
Limited Term-Full Time

Location: Department of Veterans Affairs
VHC- B Accounting
100 E. Veterans Parkway
Barstow, CA 92345

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements.
SROA/SURPLUS PROVISIONS APPLY

Duties and Responsibilities: *Under the general direction of the Chief, Medical Administrative Services, the Accounting Officer Specialist is responsible for the following duties:*

- Preparation and analysis of monthly and year end financial statements for the Morale, Welfare and Recreation fund.
- Analyze research and correct any reconciliation items.
- Provides technical guidance and analytical support to the Accounting Technician staff.
- Performs and analyzes bank reconciliations for the Morale, Welfare & Recreation Fund and Resident's Trust Fund.
- Verifies accuracy of the daily deposits of receipts in the bank.
- Verifies purchase and prepares reconciliation statements of the Home's Petty Cash Fund.
- Responsible for writing, updating, and enforcing all policies and procedures affecting the Accounting Office.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:
Voice: (760) 252-6283

Veterans Home of Ca-Barstow
100 E. Veterans Parkway
Barstow, Ca. 92311
Attn: Human Resources

Final Filing Date: UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. RELEASED: 01/13/09